

GOVERNOR'S OFFICE of CRIME CONTROL & PREVENTION

FY 2019 Survivors of Homicide Grant

Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: June 14, 2018, 3pm

**Funded through:
State of Maryland**

Governor's Office of Crime Control & Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer being accepted.

ELIGIBILITY

Funding through this application is available to public or private non-profit organizations.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control & Prevention online application process located at <https://grants.goccp.maryland.gov>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

Getting Started

Thank you for applying for the **Survivors of Homicide Grant Program** from the **Governor's Office of Crime Control & Prevention**. The primary purpose of the Survivors of Homicide Grant program is to establish and expand programs to address the specific needs of survivors of homicide victims. This supports GOCCP's objective of improving victim services for Maryland residents by identifying and establishing resources throughout the State and ensuring victims are aware of their rights.

If you need application assistance, please contact:

Ellen Blonder, Survivors of Homicide Program Manager
410-697-9293
Ellen.blonder@maryland.gov

Justice Schisler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

The Governor's Office of Crime Control & Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control & Prevention can serve you better, email your program manager.

Governor's Office of Crime Control & Prevention Mission:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

Table of Contents

ELIGIBILITY CRITERIA	3
PROGRAM DESCRIPTION	3
PROGRAM REQUIREMENTS	4
APPLICATION PROCESS	4
TRAINING/TECHNICAL ASSISTANCE (TA)	4
IMPORTANT DATES	5
APPLICATION EVALUATION	5
FUNDING SPECIFICATIONS	5
DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS	6

I. ELIGIBILITY CRITERIA

A. General

Public or private non-profit organizations are eligible to submit applications for Survivors of Homicide (SOHG) Grant funding.

Only one application may be submitted per agency/organization.

B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service web site (www.irs.gov); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

C. Faith-Based/Community Organizations

Faith-based organizations applying for grant funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, grant funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Survivors of Homicide Grant

C. Submission Date

June 14, 2018, 3pm

D. Anticipated Period of Performance

July 1, 2018 to June 30, 2019

All funding is contingent upon the approval of GOCCP receiving the specified grant funds from the State of Maryland.

E. Funding Opportunity Description

In 2014, *House Bill 355 - Programs for Survivors of Homicide Victims* established a grant program within the Governor's Office of Crime Control & Prevention with the primary purpose of establishing and expanding programs to address the specific needs of survivors of homicide victims. The Survivors of Homicide Grant seeks to:

- Establish and expand services to survivors of homicide victims across the state;
- Provide or facilitate referrals to appropriate counseling, legal, mental health, and advocacy services for survivors of homicide victims including specialized support services to adult and minor survivors of homicide victims; and
- Provide a toll-free telephone number and assistance to exercise the rights to which the survivors are entitled by law.

III. PROGRAM REQUIREMENTS

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis.

The following is a sample list, and is not all inclusive of all potential outputs and outcomes that may be included in the final awards:

- Number of victims served.
- Number of victims who felt safer as a result of this program.
- Number of victims who felt more self sufficient as a result of this program.
- Number of victims who felt more informed of the services available as a result of this program.
- Number of victims who felt more informed of their rights as a result of this program.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is June 8, 2018. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Ellen Blonder at 410-697-9293 or Ellen.Blonder@maryland.gov.

The online application must be submitted no later than 3:00PM on June 14, 2018.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL:
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

VI. IMPORTANT DATES

Deadline to Request a User ID	June 8, 2018
Deadline to Submit an Online Application	June 14, 2018
Award Documents/Denial Letters Mailed	June, 2018
Sub-award Start Date	July 1, 2018
Sub-award End Date	June 30, 2019

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>):

- Problem statement/needs justification (to include number of violent incidents/violent crime rate and number of crime victims)
- Program goals and objectives
- Program strategy/program logic
- Performance measurement (outputs, outcomes, and impacts)
- Timeline
- Spending plan
- Management capabilities
- Sustainability
- Budget (reasonableness, cost effectiveness, detailed justification per line item)
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

The Survivors of Homicide Grant is a competitive application process. GOCCP will conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability.

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under the Survivors of Homicide Grant for FY 2019 will begin July 1, 2018 and end on June 30, 2019. Funds are paid on a reimbursable basis.

B. Allowable Costs for Direct Services

The following is a listing of services, activities, and costs that are eligible for support with the Survivors of Homicide Grant program grant funds within a sub-recipient's organization:

- Personnel
- Toll-free phone line for referrals and assistance
- Mental health services and referrals
- Grief support programs for individuals and groups
- Civil and criminal legal services
- Counseling
- Tele-counseling
- Law enforcement services including victim support for cold cases, training for death notification, and cultural differences
- Victim support for cases without a defendant
- Support for partners and other survivors of homicide not covered by Criminal Injuries Compensation Board services
- Outreach projects
- Equipment
- Contracts for professional services

- Operating expenses
- Transportation

C. Unallowable Costs

The following services, activities, and costs cannot be supported with Survivors of Homicide Grant Program funding:

- Lobbying and administrative advocacy
- Perpetrator rehabilitation and counseling
- Audit costs
- Property Insurance
- Food/beverage for meetings, conferences, training, or other events
- Fundraising

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

D. Indirect Cost Rate

Applicants that intend to charge indirect costs through the use of an indirect cost rate must have a federally-approved indirect cost agreement. Please include a copy of a current, signed federally-approved indirect cost rate agreement.

Non-federal entities (excluding state and local governments) that have not obtained a federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs. This rate may be used indefinitely. If this rate is chosen, it must be applied consistently to all federal awards until such time that the entity chooses to negotiate a new rate. If an entity has ever had a negotiated indirect cost rate in the past, then they may not use the de-minimis rate. If the rate has since expired they should contact their cognizant organization in order to renegotiate.

E. Consultant Rates

The limit for consultant rates is \$650 per day.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter. Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read your Special Conditions and go to:
<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.